

SICC MEETING MINUTES

Truman Building, Room 400

March 2, 2006

Members Present

Elizabeth Spaugh
Joan Harter
Melinda Sanders
Jodi Arnold
Margaret Franklin

Leslie Elpers
Lois Sandbothe
Stacey Owsley
Julia Kauffman

Val Lane
Melodie Friedebach
Susan Allen
Kris Hotchkiss

Members Not Present

Doug Ommen
Lisa Robbins

Paula Neese

Ronald Roberts

DESE Staff Present

Amanda Wogan
Joyce Jackman
Mary Corey

Pam Williams
Dale Carlson

Heidi Atkins Lieberman
Sarah Parker

To review copies of handouts referenced in the minutes below, go to the following website:
<http://dese.mo.gov/divspeced/FirstSteps/SICCMtgdates.htm> and click on “Handouts” for the March 2, 2006 meeting.

Call to Order, Welcome, and Introductions

Joan Harter called the meeting to order at 8:40 a.m.

Approval of SICC Minutes – Sue Allen made a motion to approve the minutes with the following changes. Leslie Elpers seconded the motion. Motion passed.

A correction to January Meeting Minutes is as follows:

Remove Libby Sanders from the Members Present list and add Sue Allen to the Members Not Present list.

Special Presentations

Sunshine Law – Heidi Atkins Lieberman - Refer to the handouts given. The SICC should identify a Custodian of Records and a policy that identifies that custodian. The custodian will be responsible to respond to any requests for SICC records. Violations of the Sunshine Law (whether intentional or accidental) can lead to liability from \$1000 to \$5000 either individually or as a body.

Once a request is received, the custodian has three working days to respond to the Sunshine Law request. To be in compliance with the Sunshine Law, the SICC must provide the records it has maintained. The SICC should establish a record retention policy.

A question was raised if an agenda item could be added to the tentative agenda. Heidi will ask for clarification. It was also asked if a standing agenda item could be added that is broad in nature such as, Questions and Answers or First Steps Concerns.

Subcommittees of the SICC should provide meeting minutes to the custodian of records.

The following actions were recommended to the committee:

- Identify a Sunshine Law enforcer be named (optional)
- Name a custodian of records in a policy
- Establish a record retention policy

Sue made a motion to establish a policy-making subcommittee, Leslie seconded. Val amended the motion for the subcommittee to be a Policy-making Committee. Sue seconded. Motion passed. The following members volunteered to be on the committee:

Sue Allen
Stacey Owsley
Val Lane
Joan Harter

Week of the Young Child (April 2 - 8) – Kris Hotchkiss – A letter has been sent to Governor Blunt's office. SPOEs and providers are encouraged to promote First Steps during that week.

Module Costs – Sarah Parker provided clarification regarding information presented at the January SICC meeting. The purpose of the SICC presentation was to demonstrate the significant increase in the number of providers completing Modules 1-4 using the online system. It offered a comparison of the per-person cost using a face-to-face model vs. the online model. Questions arose about the purpose of the CSPD committee, its relationship to the overall FS training budget, and the most recent CSPD meeting agenda items

Reports/Updates

Budget - Dale Carlson – Dale stated that the implementation for billing of the Family Cost Participation will be delayed until July 1. Service Coordinators must still continue to collect data but the SPOEs will not have to complete the proposed manual FCP implementation spreadsheet.

The planned income for FCP and insurance reimbursement will be less than planned. Delaying FCP until July 1 means no monthly fee income in FY 2006. Based on the insurance receipts (\$1.3 million) from insurance carriers electing one of the single payment options (25 carriers elected a lump sum payment out of 377 carriers billed), only half of the private insurance revenue (\$650,000) is shown in the FY 06 budget with the other half of the insurance receipt applied to the FY07 budget. This is due to the insurance carrier single/lump sum payments being applied to a calendar year rather than the fiscal year budget under which we operate. There were no unusual expenditures during this reporting period..

The B report reflects direct service costs by SPOE. Due to the structure of the data system, beginning with this report, the data must be broken out by the current ten SPOE structure rather than displaying the previous 24 SPOE areas costs. In reality, the current ten SPOE structure costs will not be reflected until the April-May time frame due to the 39-45 day payment delay built into the payment system. During the

discussion, Dale pointed out that approximately 40% of the cost for service coordination is not reflected in the First Steps total program cost as those costs are reflected in the operational costs for the Department of Mental Health (DMH)..

Data Report – Mary Corey – Refer to handout – Mary provided a comparison of child count from FY04 and FY05.

Part C Application – Pam Williams - The Part C application is due to OSEP on April 7th . The application will be posted for a sixty day period, which includes a 30 day public comment period. The application is an assurance to OSEP, via checklist, that DESE will have everything in alignment according to federal requirements by the end of the fiscal year. In submitting these assurances, DESE receives Federal Funding to operate the First Steps program.

Old Business

Valeri inquired if any of the new SPOEs have held any RICC meetings yet. Most SPOE directors answered no, but they are either in the planning stages or have meetings scheduled. It was suggested that possibly a policy or process of filtering, from LICC to RICC to SICC of issues from the field to be brought before the SICC for discussion, be established. Then, if there are issues, they could be submitted in a timely manner for the SICC agenda.

Appointments – Melodie stated that to her knowledge no new appointments to the SICC have been made to date.

Agenda Items for Next Meeting

No Provider Available Report – Mary Corey

Child Complaint Investigation and Informal – Amanda Wogan

Fiscal Complaints – Joyce Jackman

SPOE Operations

Mileage Reimbursement – Valeri Lane

Sunshine Law Policy/Custodian of Records – Valeri Lane

Adjourn

Sue Allen made a motion to adjourn. Leslie Elpers seconded the motion. Motion passed. Meeting adjourned at 12:30 p.m.